

# KAILASH KUMAR MALI

Admin Officer/Executive

GSPL India Gasnet Limited, Sirohi Rajasthan



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malikailash951@gmail.com



09/11/1995



Sirohi, Rajasthan

## PROFILE INFO

A highly organized and diligent administrative professional with over 6 years of experience in office management, facility coordination, and vendor liaison across various sectors. Adept at handling daily operations, managing facilities, and streamlining administrative processes to enhance organizational efficiency. Demonstrated ability in overseeing housekeeping, security, transportation, and canteen services, while coordinating vendor payments and ensuring smooth administrative functions. Proven track record in liaising with various government authorities, managing ROW/ROU issues, and maintaining compliance with relevant regulations.

## EXPERIENCE

### Jan 2022 - Present GSPL India Gasnet Ltd.

#### Admin Executive

- Manage day to day operation office and daily & Calendar management, Schedule meeting and book appointment & Prepare Minutes of Meeting
- Facility, housekeeping, Security, Canteen and Transport management, joining formalities, office petty case expense record keeping and all office maintenance work handling and coordinate to vendor and vendor payment follow-up, issue gate pass process, preparing MIS Report
- Complete office Administration work with maintenance of project site

### Oct 2019 - Dec 2021 AARVI Encon Ltd.

#### Site-Admin

- All general admin work and Meeting arrangement
- Office stationery managing, Staff Attendance and housekeeping, Security, Canteen, Transport management, Joining Formalities and office petty case expense sheet updated and all office maintenance work handling and coordinate to vendor and vendor payment follow-up
- All office Administration work handle & Interview schedule, Gate pass process. Clint coordination, Vehicle management, Maintain PPE Register Preparing MIS Report. Monitoring Of Project Site

### Dec 2017 - Sep 2019 L&T Hydrocarbon Engineering Ltd.

#### Liaising Supervisor

- Handled and resolved Right of Use (ROU) and Right of Way (ROW) challenges across various projects, ensuring smooth project progression
- Coordinated effectively with clients, labour departments, local administration, police, and other government authorities for project-related approvals and compliance
- Monitored site-wise staff and labour reports, ensuring proper attendance and issuing gate passes for subcontractor labour
- Secured necessary permissions from local authorities (Nagar Nigam, PWD, NHAI, Forest, Railways, Defence) for cell site installations, managing documentation with adherence to timelines and budget constraints
- Managed documentation control for subcontractor labour and coordinated with state road authorities for access permissions and project compliance
- Collaborated with police departments, local communities, and revenue sections to address labour-related and public concerns, while managing old records and documentation
- Engaged with farmers and local villagers to collect NOCs and permission letters for project execution, ensuring smooth community relations
- Oversaw facility administration including canteen, guest house, security, transportation, and petty cash management for smooth operational flow

## EDUCATION

2014 | PCIT(VMOU)

**Diploma in Computer Applications**  
MS Office, MS Outlook

2012 - 2015 | MLSU Udaipur

**Bachelor of Arts**  
Hindi, History & Sociology

2012 | RBSE Ajmer

**Sr. Secondary - Arts**

2010 | RBSE Ajmer

**Secondary - All Subjects**

## TRAININGS

- First Aid

## SKILLS

- Office Administration
- Facility Management
- Vendor & Client Liaison
- Payment Follow-Up
- Government Liaison & Compliance
- Staff & Labour Management
- Project Documentation & Reporting
- Logistics & Resource Management
- Meeting & Appointment Scheduling

## SOFTWARE

- SAP
- MS OUTLOOK

## LANGUAGES

- English
- Hindi
- Rajasthani
- Gujarati